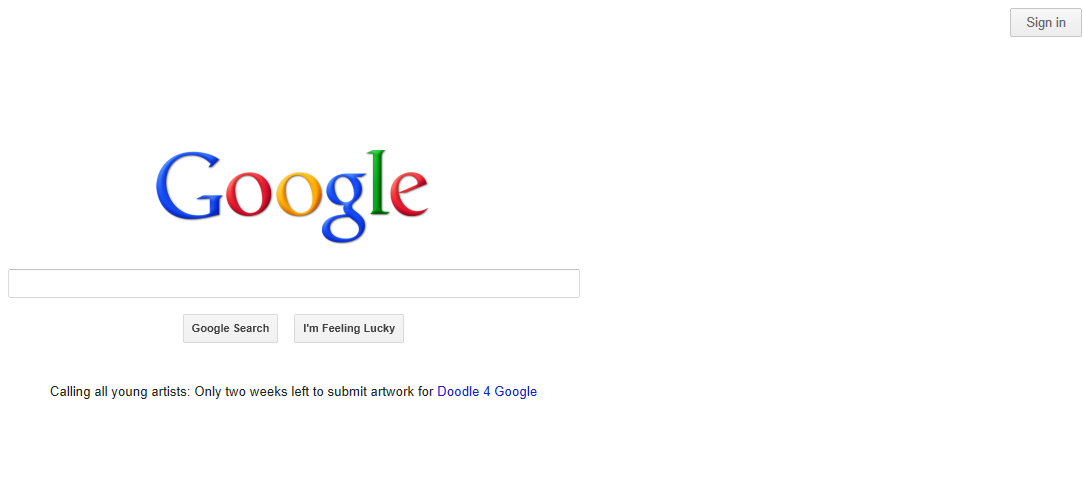
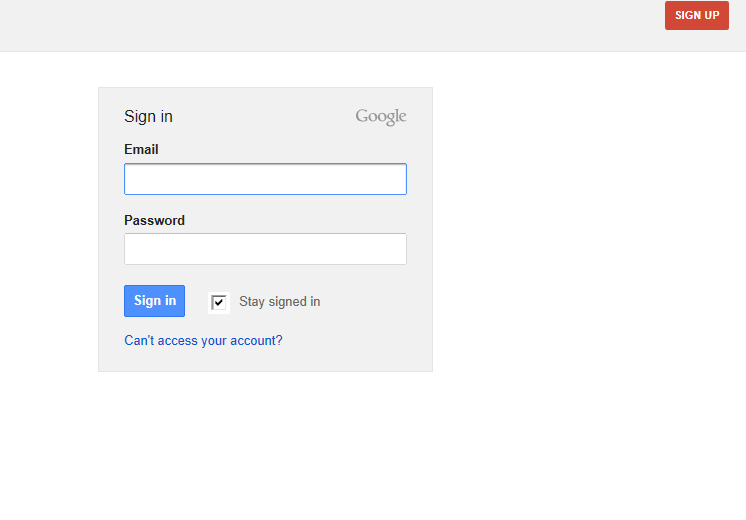
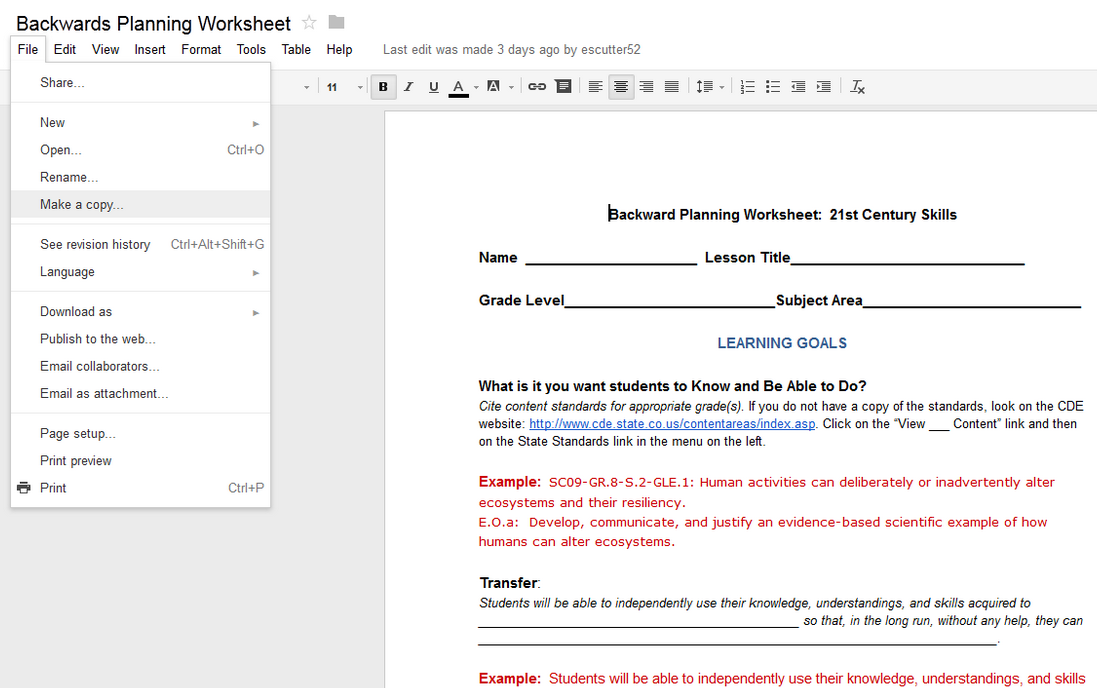
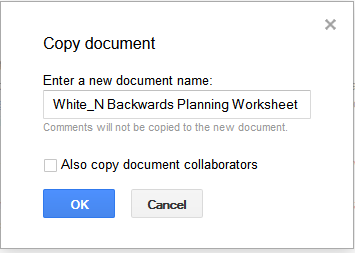
1. **Set up a Google Account (if you don’t already have one)**
2. **Go to** [**http://google.com**](http://google.com) **Click on “Sign In”** 
3. **Sign in if you have an account, or Click on “Sign Up”**



1. **Once you are logged in to Google,** [**click here**](https://docs.google.com/document/d/1aiLePBzaAfGBCZMLYsLDQqTolNz1tUPgMofdCik-Ms8/edit?usp=sharing) **to get to the backwards planning worksheet**
2. **IMPORTANT!! Click on File – Make a Copy**



1. **Change “Copy of” in the title to Last Name\_First initial, then click OK**



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